

## EdUHK Research Repository Submission Guidelines

### (A) Staff Submissions

The Library welcomes submissions of research outputs from all EdUHK staff.

### (B) Research Outputs to be Collected

The Research Repository is intended to be a database of the University's published and unpublished research outputs, and as such is collecting citations from staff in the all CDCF categories, including:

1. Books and book chapters
2. Journal publications
3. Conference papers
4. All other professional outputs

EdUHK colleagues who wish to submit major works which fall outside the CDCF categories should first consult the EdUHK Research Repository Team at [librep@eduhk.hk](mailto:librep@eduhk.hk).

### (C) Submission of Citations

The EdUHK Research Repository collects bibliographic citations of EdUHK staff's research outputs even before they joined the University. Colleagues who have already submitted citations to RICH using the UGC CDCF returns can assume that their citations are already included in the Research Repository. Colleagues can check the items listed under their name by conducting an Author search in the Research Repository, located on the Library Website or directly at <http://repository.eduhk.hk>.

To submit additional bibliographic citations not found in the Research Repository, colleagues can simply submit the related information through email at [librep@eduhk.hk](mailto:librep@eduhk.hk).

### (D) Submission of Full-Text

Wherever possible, the Library endeavours to provide a direct link to a full-text version of an item under each bibliographic citation. In this way, the Research Repository will also function as an immediately accessible digital archive of research outputs by EdUHK staff.

Where bibliographic citations exist of a given work, colleagues can submit its full-text version simply by attaching it as a file to the email mentioned in (C) above. Attachments can be in any language, and in PDF, HTML or MS Word format. Colleagues with print copies only of their works could approach the EdUHK Research Repository Team directly to arrange scanning of the works.

## **(E) Copyright Clearance**

Currently, most published works have included a provision from the publisher to allow the author(s) to self-archive a copy. This provision, however, varies from publisher to publisher, and colleagues need to exercise care to ensure that they are legally permitted to archive a copy of the work in the Repository. This is a responsibility of the author, and not of the Library. The most common way of avoiding such complications is to submit a pre-print (i.e. version prior to refereeing or publication) of the item, but under certain circumstances post-print (i.e. refereed but not yet published) and fully published works are also acceptable.

Colleagues submitting a full-text version of an item needs to ensure that it falls within these allowable copyright self-archiving provisions, and that the submitted version is an authentic version of the published item. The SHERPA RoMEO database (<http://www.sherpa.ac.uk/romeo>) provides a summary of the major publishers' copyright policies on self-archiving and allowing use of their PDFs in repositories. Colleagues are advised to consult this database, or when in doubt consult the EdUHK Research Repository Team so that the most suitable version could be included in the Repository.

## **(F) Variations and New Editions**

Colleagues may change editions or update records in the Repository when appropriate. If the item has been re-published in a new edition or for example within a different collection, the Repository will treat different editions as separate items. For pre-print, post-print and unpublished works, colleagues can choose to replace the previous version if desired.

## **(G) Removal of Submitted Works from the Repository**

If full text of an item is subsequently found to be inappropriate or lacking copyright clearance to be included in the Repository, its full text will be deleted from the record and the author(s) will be notified accordingly. However, bibliographic citation of the work will remain in the Repository.

## **(H) Contact Details**

For any matters relating to the archiving of items in EdUHK Research Repository, please contact the EdUHK Research Repository Team at [librep@eduhk.hk](mailto:librep@eduhk.hk) or by phone at 2948 6697 or 2948 6575.

Revised July 2009, October 2010, May 2011, July 2013, July 2015, May 2016, Feb 2018